

# Health and Safety Training Matrix

	Mandatory	General Safety Induction	Road Safety & Traffic Regulation Compliance	Journey Management & Route Risk Assessment	Fatigue Management & Journey Planning	Defensive Driving & Advanced Vehicle Handling	Mine Site Safety Induction	Cultural Awareness & Communication Skills	Vehicle Inspection & Preventive Maintenance	Emergency Evacuation & Contingency Planning	First Aid & Emergency Response	Security Awareness & Defensive Security Driving	Customer Service & VIP Transport Etiquette	Fire Safety & Vehicle Emergency Equipment Use	Incident Investigation
	Essential (if Relevant to Job)														
	Recommended														
	On Request														
Course Duration		3 days	1 day	1 day	1 day	1 day	2 days	1 day	1 day	1 day	1 day	1 day	2 days	1 day	1 day
Course Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Management Committee / Board of Directors															
Director / Chief Executive															
Depute Director / General Manager															
Head of Departments															
H&S Management															
H&S Administrator															
Office Personnel															
Emergency Response Team															
Drivers															
Maintenance Team															